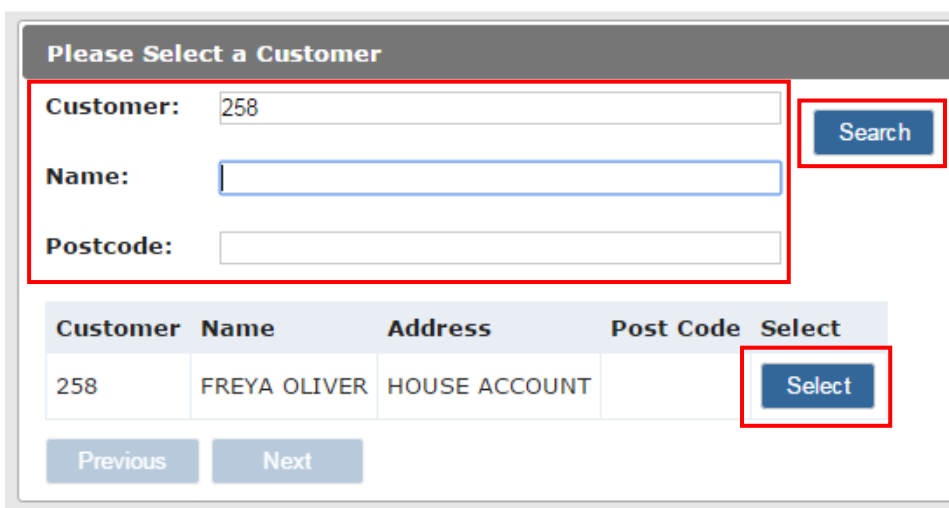



1. To enter the John Smedley B2B website, simply click 'Log Into B2B Portal' and enter your provided Username and Password



2. Enter customer number, name or postcode and click 'Search'. **If using customer name you will need to put wildcards before and after** i.e.: *Freya* would find all of your customers with the name 'Freya' in their title.
3. Click 'Select' on the customer you want.

NB: If you have been logged in before and not completed the order the option to select a customer may not appear as a customer is already selected in the top right hand corner. You will need to click 'reset':



Prima
Solutions

[Home](#) [New Order](#) [Order History](#) [Stock Search](#)

Order Setup

Please select an order type:

Forward Order
 Stock Order

[Select Products](#)

4. Click on 'New Order'

5. Select 'Stock Order' then click 'Select Products'

[Home](#) [New Order](#) [Order History](#) [Stock Search](#)

Search Products

Product Code: Keyword(s): [Search](#) [Proceed To Checkout](#)

[Home](#)

Product Image Not Available	Product Image Not Available	Product Image Not Available
Men's	Unisex	Women's

[«](#) [«](#) [1](#) [»](#) [»](#)

1. Enter 'Keyword(s)' i.e. Style name 'Bobby' or 'Cardigan' and click 'search' or search using categories by clicking on 'Men's', 'Women's' or 'Unisex'.

Search Products

Product Code:

Keyword(s):

[Search](#) [Proceed To Checkout](#)

Home Men's

Product Image Not Available	Product Image Not Available	Product Image Not Available	Product Image Not Available	Product Image Not Available
ADIT: ADIT STRIPED CARDIGAN VN LS	ADRIA: ADRIAN SHIRT SS	ALAND: ALAND CHUNKY TEXTURED SCARF	ALBAT: ALBATROSS STRIPED SHIRT FC SS	ALNWI: ALNWICK RAGLAN PULLOVER CN LS
Product Image Not Available	Product Image Not Available	Product Image Not Available	Product Image Not Available	Product Image Not Available
ASHTO: ASHTON CASHMERE/SILK PULLOVER	ATLAN: ATLANTIC SHAWL COLLAR PULLOVER	AYDON: AYDON PULLOVER HIGH VN LS	BACAL: BACALL MENS RAGLAN HOODED JACKET	BAMBU: BAMBURGH SHIRT TIPPED COLLAR LS

2. Click on the first Style name you want to place the order for.

ADRIAN SHIRT SS Product Code: ADRIA

[Colour Filter](#)

Product Image Not Available

Due Date:

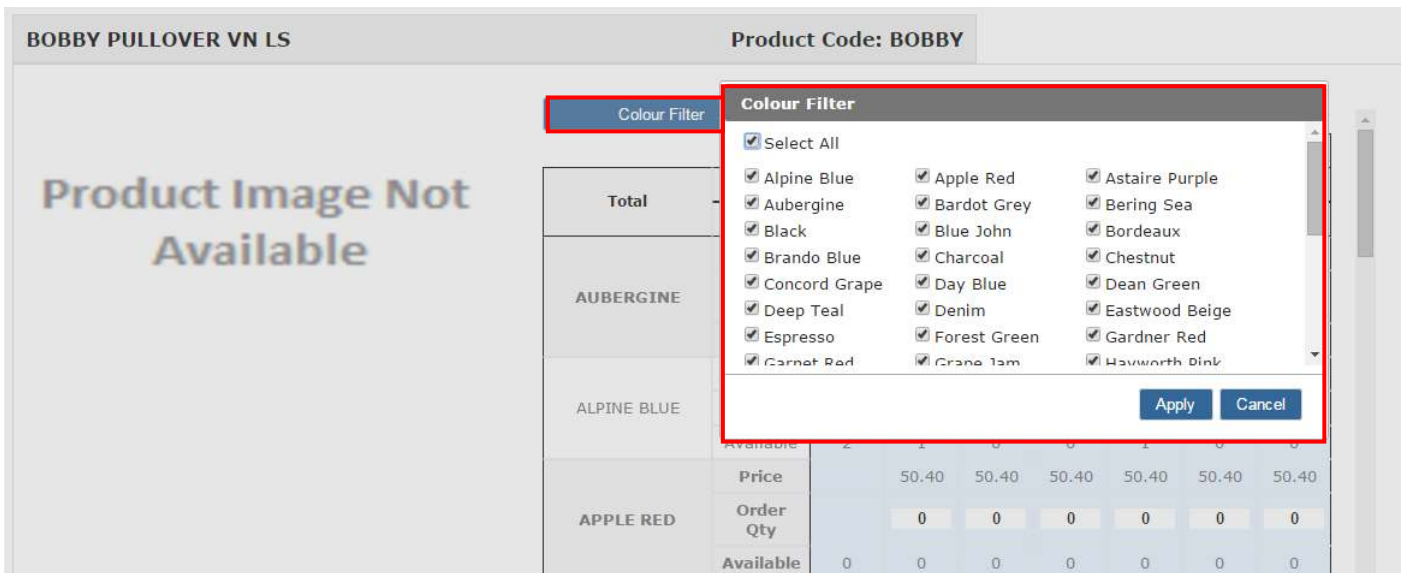
Currency: GBP
Price Per: 1
Carton Qty: 1

[Add to Order](#)

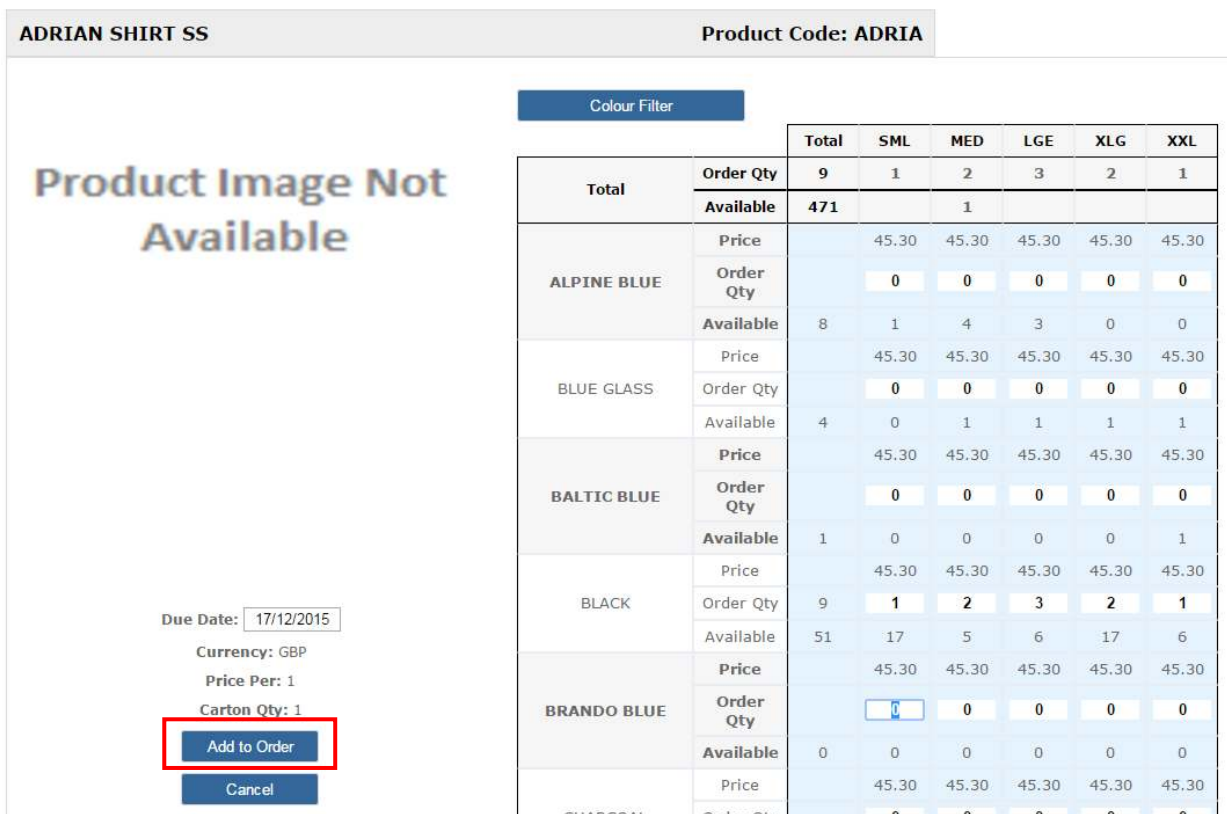
[Cancel](#)

	Total	SML	MED	LGE	XLG	XXL	
Total	Order Qty	9	1	2	3	2	1
	Available	471		1			
ALPINE BLUE	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		0	0	0	0	0
	Available	8	1	4	3	0	0
BLUE GLASS	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		0	0	0	0	0
	Available	4	0	1	1	1	1
BALTIC BLUE	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		0	0	0	0	0
	Available	1	0	0	0	0	1
BLACK	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty	9	1	2	3	2	1
	Available	51	17	5	6	17	6
BRANDO BLUE	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		0	0	0	0	0
	Available	0	0	0	0	0	0
CHARCOAL	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		0	0	0	0	0
	Available						

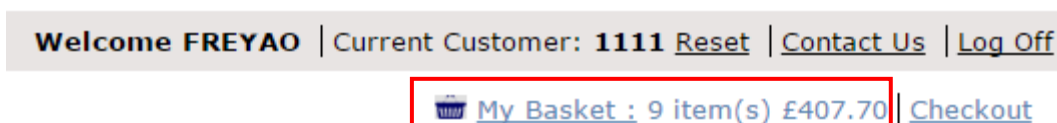
3. Here you can see available quantities and can enter the required order quantities.



- If you are looking for a specific colour, you can click on 'colour filter' and tick the colours you want to search for only.



- Once you have entered the quantities for all the SKUs you wish to order for that style select 'add to order'. If you have made an error, click 'Cancel'.
- To add another style, simply enter the next style in the 'keywords' and click 'search' or click 'Stock Search' and you will return to the stock search home page.



- Once complete, you can check you order by clicking on 'My Basket' in the top right-hand corner.

Order Lines

Select All	Delete	Continue Shopping	Proceed To Checkout			
Select	Image	Code	Description	Due Date	Quantity	Options
		ADRIA	ADRIAN SHIRT SS	17/12/2015	3	Details
		BOWER	BOWER PULLOVER VN LS	17/12/2015	9	Details

Breakdown			
Image	Details	Quantity	Options
	BLA/LGE	2	
	BLA/MED	3	
	BLA/SML	2	
	BLA/XLG	1	
	BLA/XSM	1	

8. Here you can see the line information for your order. By clicking on the '+' on each line, you can check the breakdown of each line and delete any SKUs, or you can click on 'Details' in order to amend a line. You can check quantities, delete lines. Alternatively, you can delete a complete line by ticking the 'Select' button and clicking 'Delete'.

Welcome FREYAO | Current Customer: 1111 [Reset](#) | [Contact Us](#) | [Log Off](#)

[My Basket : 9 item\(s\) £407.70](#) [Checkout](#)

9. Once you are happy with the order, click 'Checkout' in the top right-hand corner.

10. Here you can see any additional charges applicable to the account:

▼ Additional Charges			
Code	Description	Applies To	Value

11. Enter and customer reference, shipping and/or special instructions:

▼ Order Details

Customer Reference :

Shipping Instructions:

Special Instructions:

12. Select or manually enter the delivery and invoice addresses (**you MUST enter a postcode and country**):

▼ Delivery Address

Address : PR / PROMOTIONS - UK

Ref : Please Select

Address : Manual Delivery Address

Post Code :

Country : UNITED KINGDOM

▼ Delivery Address

Address : PR / PROMOTIONS - UK

Ref : Please Select

Address : Manual Delivery Address

Post Code :

Country : UNITED KINGDOM

13. Check the order lines and order value summary:

▼ Order Lines

Select All
Delete

Select	Image	Code	Description	Due Date	Quantity	Options
+		ADRIA	ADRIAN SHIRT SS	17/12/2015	3	Details
+		BOWER	BOWER PULLOVER VN LS	17/12/2015	9	Details

▼ Order Value

Total Goods	£589.50
Total Charges	£0.00
Total Order Value:	£589.50

All prices displayed are exclusive of VAT.

14. Once you are happy with the completed order click on 'send order'. Your order will then be submitted and you will be provided with an order number.

New Order - Final Details

Continue Shopping
Send Order
Delete Order

×

Your order has been placed successfully

Order Number: 00508000

OK

Once you have completed your order for EACH customer, you MUST forward a copy of the order acknowledgement to yourself. (This DOES NOT happen automatically at this time). To do so, please follow the instruction overleaf:

15. Once you have your order number, before moving to the next customer, click on 'Order History'. This will then show you the selected customer's orders, based on your selection criteria. This will usually default to the last month.

Prima Solutions

Home New Order **Order History** Stock Search

Existing Sales Order

Search Criteria

Number From: Due Date From: Order Date From: Customer Reference: Sequence
 Order Number From: Due Dates From: 04/01/2016: Customer Reference: Order Date Desc

Number To: Due Date To: Order Date To: Entered By: Completed
 Order Numbers To: Due Dates To: 03/02/2016: Entered By: Both

Search

Results

Lines	Number	Customer	Customer Reference	Order Date	Due Date	Season	Quantity	Despatched	Value	Created By	Options	Acknowledgement
+	00512974	258		01/02/2016	08/07/2016	AUTUMN16	1	0	£50.70	FREYAO	Details	Create Email
+	00512672	258		29/01/2016	11/07/2016	AUTUMN16	0	0	£0.00	FREYAO	Details	View Email
+	00512673	258	test reference	29/01/2016	29/01/2016	SPRING16	0	0	£0.00	FREYAO	Details	Create Email
+	00512675	258	REF PO 256845	29/01/2016	29/01/2016	SPRING16	1	0	£50.40	FREYAO	Details	Create Email
+	00510497	258		13/01/2016	13/01/2016	SPRING16	2	2	£100.80	FREYAO	Details	Create Email

Results Count: 5

16. Find the order(s) you have just placed and click on 'Email' under Acknowledgement.

Email Acknowledgment

Order Number: 00512974

Email address:

Email Body:

Send Cancel

17. You will then have the opportunity to send an email confirmation to whoever you like. The user email will default into to the 'to' field but you can add your another email address, or amend the one showing to any, simply separate with a ';' and space i.e. freyaoliver@johnsmedley.com; elainechurm@johnsmedley.com. You can also add a message, then click 'Send'.

18. When you send this email, an email will automatically be sent to John Smedley notifying us of the order. **IMPORTANT: If you do not send this email, John Smedley will NOT know the order has been placed.**